



King County
REGISTERED HEALTH INFORMATION TECHNICIAN
ADMINISTRATIVE STAFF ASSISTANT
PUBLIC HEALTH- SEATTLE & KING COUNTY - CHARS/JAIL HEALTH SERVICES
Hourly Rate Range \$19.92 to \$25.26
Job Announcement No.: 04TA4133
OPEN: 5/10/04 CLOSE: Until Filled

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact LaDene Thomas (206) 205-2402 with further inquiries.
PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Regional Justice Center 620 West James St., Kent and King County Correctional Facility 500 Fifth Ave., Seattle. This position works at both sites.

WORK SCHEDULE: This position is overtime eligible. It works a 40 hour workweek; Monday through Friday; some rotating evenings and weekends.

PRIMARY JOB FUNCTIONS INCLUDE: Monitor the quality and completeness of medical records. Locate and audit medical record charts to see if the attending physician has documented completely and correctly. Monitor co-signatures, billing procedures and practices unique to the various specialties in medicine. Assist in training Medical Records clerical staff in the policies and procedures of the Department as well as accepted medical records charting practices. Review and analyze medical record charts to make certain that the records meet the standards of accrediting agencies, legal requirements, the present and the future needs of the patient and the administrative and adjudicative requirements. May perform lead responsibilities of lower level employees as required. Perform related work as required.

- Proofreads computer input and output to ensure correctness of entries and reviews rejected entries to identify and correct errors
- Communicates both orally and in writing with the medical staff for incomplete or missing information
- Keeps staff informed of changes in coding and within the required time, becomes skilled in using those systems regardless of changes, modifications or technological enhancements
- Assists the Custodian of Records or their representative with processing subpoenas and depositions
- Assists with and attends chart reviews to prepare for NCCHC and Federal or State reviews
- Completes statistical reports for analysis and all incomplete medical records on a daily, weekly and monthly basis
- Screens and responds to requests for release of information for medical records applying knowledge of State and Federal laws and regulations governing appropriate release. Ensures that authorizations are appropriately completed within all legal regulations and guidelines and within the specified time frame. Screen for release of any information requiring special authorization, i.e., psychiatric, substance abuse, HIV status or any other category of patient information requiring special authorization procedures. Prepares requested medical record materials for delivery

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE
FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Coordinates and prioritizes with different disciplines to ensure that charts are completed and billed in a timely manner
- Sends for medical records from other medical providers and hospitals at the request of staff, upon receipt of appropriate authorization

QUALIFICATIONS:

- **Registered Health Information Technician (RHIT) certification required**
- Knowledge of **Medical** office policies, principles and practices
- Knowledge of privacy and security rules, regulations, and laws surrounding protected health information as defined in State and Federal Law
- Analytical and problem solving skills
- Demonstrated oral and written communication skills
- Demonstrated organizational skills
- Demonstrated skill in making presentations to groups
- Skill in conducting research on a specific project
- Skill in prioritizing work load
- General knowledge of electronic health records
- Strong working knowledge of Word, Access, Powerpoint, Excel.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law

UNION MEMBERSHIP: Non-Represented

CLASS CODE: 8288 SEQUENCE NUMBER: 80-8288-2712